Santa Rosa Junior College
Program Resource Planning Process

Dean Business and Professional Studies 2019

1.1a Mission

The mission of the office of the Dean of Business and Professional Studies is to assure high quality instruction of both career/technical and transfer programs in order to meet the educational and training needs of students, the community and the ever changing local work force.

Three unique departments are currently included in the Busines and Professional Studies Cluster. They are: Business Administration, Computer Studies, and Industrial and Trade Technology.

1.1b Mission Alignment

The mission of the cluster aligns with the new mission of the District (posted 10/8/13) insomuch as "we focus on student learning by preparing students for transfer; by providing responsive career and technical education" and "we support economic vitality" in the county and north bay region.

1.1c Description

The Business and Professional Studies Cluster (BPS) consists of three unique departments: Business Administration, Computer Studies, and Industrial &Trade Technology. With the exception of Industrial and Trade Technology (which is capital intensive), all other departments have a presence on both the Santa Rosa and Petaluma campuses.

The largest department, Business Administration, includes five majors and the broadest array of certificate programs in the cluster. Business Administration offers the highest number of transfer courses, which Accounting (BAD 1 and BAD 2) being a strong FTES draw. BAD 10 (American Business in its Global Context) and BAD 52 (Human Relations in Organizations) both meet General Education requirements. As it relates to Career and Technical Education and in accordance with the Carl Perkins Act, the Department has nine (9) separate Advisory Committees.

The second largest department in the cluster is Computer Studies, which includes Graphic Design and the Digital Media program. The Computer Studies Department offers several local majors and recently revitalized many of its certificate programs. Many of the courses and/or programs prepare students for professional certifications that are highly valued in the job market. The Department continues to develop curriculum and programs to address current and emerging technologies, which will poise it for continued growth. As it relates to Career and

Technical Education and in accordance with the Carl Perkins Act, the Department has four (4) separate Advisory Committees - Computer Studies/Information Technology, Graphic Design, Web Development and Digital Media.

Recently, the Industrial and Trade Technology Department emerged as the third largest in BPS and includes Machine Tool Technology, Automotive Technology, Diesel Technology, and Welding Technology. The Machine Tool and Automotive Technology Programs are poised to literally explode with enrollment growth with the ability to increase physical space for additional equipment to accommodate the additional enrollment. NATEF (National Automotive Technicians Education Foundation) accreditation for the Automotive Program has the potential of similar results by garnering significant donations from manufacturers (namely Honda). The Automotive Program has completed and received NATEF accreditation. Each of the four (4) disciplines within the Department maintains a separate Advisory Committee.

1.1d Hours of Office Operation and Service by Location

The office of the Dean is located in room 2815 of Maggini Hall and operates Monday through Friday, from 8:00 a.m. until 5:00 p.m. During the 2013 - 2014 academic year, the Cluster was able to increase its service to the College with the increase of the 50% Business Administration Department Administrative Assistant II position to 100% Maggini Service Center. This has allowed the Dean Adminstrative Assistant III to provide more strategic support cluster-wide.

1.2 Program/Unit Context and Environmental Scan

Environmental Scan
The economic recovery continues with more jobs in Sonoma County. Industries relevant to the programs in Business and Professional Studies (BPS) that have emerged from the economic revcovery are manufacturing, hospitality, and entrepreneurship. BPS has an array of programs in each of these areas of growth. In fact, Industrial and Trade Technologies continues to have difficulty meeting the enrollment demands in Automotive and Welding programs. Computer Studies is also an area in which courses are consistently impacted and students consistently are employed, oftentimes before completing a certfiicate.

Partnerships

The Machine Tool Technology Program has developed a strong alliance and working partnership with the Society for Manufacturing Engineers (SME) and MFG 101.

New and existing partnerships are being created and nutured. The programs within the cluster are committed to reveiw, revitalize, plan and create programs and partnerships for a sustainable future. Industry and educational partnerships are being developed in collaboration with the CTE office in the areas of hospitality, technology, manufacturing, automotive, diesel and welding.

High School Articulation: updated for spring 2012
BPS faculty continue to serve as leaders in developing high school articulation and credit by exam opportunities that streamline student success in programs of study at SRJC. (11) of the district's (18) courses articulated with local high schools reside under the Business & Professional Studies cluster including Automotive and Diesel Technologies, Information and Communication Technology, Digital Media and Video Production, and Computerized Bookkeeping. (48) of the (122) students passing credit by exam for articulated courses in spring 2012 and (140) of the (326) units earned were in BPS courses. High school students benefit from earning college credit and saved over $7,300 in student fees and BPS credit by exam fees in spring 2012.

Spring 2012 High School-SRJC Course Articulation & Outcomes

InIndustry Sector	SRJC Course #	SRJC Course Title	SRJC Units	High Schools
Transportation	AUTO 100	Intro to Auto Tech	2.5	(6) Analy, Casa, Pet HS, Healdsburg, Maria Carrillo, SRHS
Transportation	DET 80	Diesel Shop Practices	3.0	
Transportation	DET 81	Preventive Maint & Inspection	3.0	
Information Tech	CS 80.15	IT Essentials 1	4.0	(3) Healdsburg, SRHS, Middletown HS
Information Tech	CS 82.21A	Cisco Networking	4.0	
Digital/MultiMedia	CS 50.11A	Web Design: HTML 1	1.5	(6) Cloverdale, Casa, El Molino, Pet HS, PNR, SRHS
Digital/MultiMedia	CS 50.11B	Web Design: HTML 2	1.5	
Digital/MultiMedia	CS 74.21A	Digital Video Prod. 1	1.5	(7) Analy, El Molino, Healdsburg, Montgomery, SRHS, Sonoma Valley, Windsor
Digital/MultiMedia	CS 74.21B	Digital Video Prod. 2	1.5	
Digital/MultiMedia	APTECH 53	Computer Animation w/3D *	3.0	(3) Casa, Pet HS, Rancho Cotate
Culinary	CUL 252.3	Knife Skills*	2.0	(1) Sonoma Valley
Culinary	CUL 250	Safety & Sanitation	1.0	(2) Windsor & PNR
Business	BBK 50	Computerized Bookkeeping	3.0	(2) Rancho, Pet HS
Education	CHLD 110.1	Dev Children under 3 years	1.5	(4) Casa, Elsie, Pet HS, Sonoma Valley
	CHLD 110.2	Dev Children 3- 5 years	1.5	
Geospatial	GIS 40	Intro to Geographic Info Systems	3.0	(1) PNR (transfers to CSU & UC)
Manufacturing	MACH 51A	Intro to Machine Tool Tech	2.0	(2) Pet HS & Sonoma
Healthcare	ANAT 140	Intro to Anatomy	2.0	(1) Petaluma HS
(8) industry sectors	12 disciplines	**(18) SRJC courses**	**= 41.5**	**= 70 agreements w/15 high schools**

2.1a Budget Needs

The budget for the Dean's Office is used effectively to directly benefit students by supplementing the supplies and equipment budgets for the Departments in the cluster. During times of severe budget cuts, the departments have became more dependent on the Dean to backfill budgetary shortfalls. As we look at balancing our budget, the need to update equipment, software and supplies, still requires the need for departments to depend on the Dean's Office to suppliment their budgets. Currently the Dean's Office provides funding for STNCs, equipment, supplies and professional development opportunities.

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale

0001	Santa Rosa	02	07	$10,000.00	Increase the dean's supply budget to better support the underfunded instructional departments. This would include funds for repairs and purchases of instructional equipment.

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Administratiave Assistant III	40.00	12.00	Supports dean in a variety of administrative capacities, as well as other department administrative assistants. Supports cluster tech review committee and tracks curriculum actions. Monitors all cluster budget (except those maintained by the Foundation) and assists department chairs in processing faculty evaluations. Coordinates activities related to a variety of meetings, committees, and special projects. Assists dean in taking and distributing minutes of all cluster based meetings and special projects as needed. Supports dean with research and preliminary analysis of various data.
Admin II	40.00	12.00	See Business Administration
Admin II	20.00	12.00	See Computer Studies
Admin II	20.00	12.00	See Industrial Trade and Technology
Auto Shop Assistant	40.00	12.00	See Industrial Trade and Technology
ITT SLIA	40.00	10.00	See Industrial Trade and Technology

2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Dean	40.00	12.00	Supports Cluster departments and programs. Responsible for schedule development, enrollment management, budget development, hiring and evaluations and curriculum review and development. Serves on District-wide committees as requested.

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
	0.00	0.00	

2.2d Adequacy and Effectiveness of Staffing

Currently the Dean's office is adequately staffed and accounts for less than 1% of the District totals. All classified and management employees are being used effectively.

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0000	ALL	00	00	None at this time		Classified

2.3a Current Contract Faculty Positions

Position	Description
Not Applicable	

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Not Applicable	0.0000	0.0000	0.0000	0.0000	

2.3c Faculty Within Retirement Range

Not applicable

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

Not Applicable see departmental requests.

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
0000	ALL	00	00		

2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

All instructional equipment requested by the various departments is critical to delivering up to date curriculum and training. The instructional equipment requests for this cluster are currently grossly underfunded. Much of the equipment in the shops and classrooms is more than 20 years old, negatively impacting the currency of our curriculum, and in some cases, our ability to train students to industry standards. Moreover, the cluster regularly submitted over $100,000.00 in CTEA requests for instructional equipment, but only receives a fraction of that funding.

The classroom funiture and equipment in Maggini Hall is woefully out of date and in ill repair. An upgrade of facilities is top priority.

2.4c Instructional Equipment Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0001	ALL	02	07	Visio for the BPS Admin Assistant	0	$0.00	$0.00			

2.4d Non-Instructional Equipment and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description

2.5b Analysis of Existing Facilities

Maggini Hall, where the Business and Profssional Studies Office is loacated, is ADA compliant. Environmental conditions (heat and air) continue to be problematic.

3.1 Develop Financial Resources

3.2 Serve our Diverse Communities

Each prospective instructor is asked a question that tests their sensitivity to and awareness of diversity issues during their interview.

We depend on Human Resources to advertise in publications that would target a diverse applicant pool.

3.3 Cultivate a Healthy Organization

Classified staff are constantly encouraged to participate district staff development and health activities, attend professional development activities outside the district, and to serve on district-wide committees.

I have supported my administrative assistants in pursuing their educational and professional goals. Encouraging participation in PDA activities, enrollment in courses and taking on district leadership responsibilities.

3.4 Safety and Emergency Preparedness

Karen Hori, and Kris Dalby are currently serving as Area Safety Leaders and Cece Jones as the Building Safety Leader.They have attended the most recent trainings offered by the Environmental Health & Safety department and will be working on a building safety plan in the coming years. Additionally, the dean's office is planning to coordinate a safety training for the staff with the Environmental Health and Safety Office.

3.5 Establish a Culture of Sustainability

The Dean's office has taken an active role to minimize the amout of prints generated and recycles all that can be recycled (without jepordizing the privacy of others). We also encourage all departments within the cluster to use electronic devices to review agenda and minutes at meetings instead of printing them.

4.1a Course Student Learning Outcomes Assessment

The dean's office has worked very closely with the departments in developing course level Student Learning Outcomes, and providing support in the cluster tech review meetings.Every department is 100% compliant with both course and program level SLOs and we are now working to towards 100% compliance with SLO assessments.

4.1b Program Student Learning Outcomes Assessment

The dean's office has worked very closely with the departments in developing program level Student Learning Outcomes. All Program level SLOs have been submitted.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7

4.2b Narrative (Optional)

Assessment of program and course SLO's is a top priority for the cluster. Some departments are well on their way, while others struggle to get started. The dean is committed to have SLO's assessed each and every semesters to further the success of our students.

5.0 Performance Measures

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

Schedule development is carefully evaluated by all of the departments. All of the CTE departments meet regularly with their respective advisory committees. Feedback is solicited and recieved concerning the dynammic needs of the business community, including emerging technologies and newly defined skill sets. Due to course reductions, all programs offer classes on a set rotation schedule that include days, evenings and online.

5.2a Enrollment Efficiency

See departments for enrollment efficiency.

5.2b Average Class Size

See individual departments.

5.3 Instructional Productivity

See individual departments.

5.4 Curriculum Currency

See individual departments.

5.5 Successful Program Completion

See individual departments.

5.6 Student Success

See individual departments.

5.7 Student Access

See individual departments.

5.8 Curriculum Offered Within Reasonable Time Frame

See individual departments.

5.9a Curriculum Responsiveness

See individual departments.

5.9b Alignment with High Schools (Tech-Prep ONLY)

See individual departments.

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

See individual departments.

5.11a Labor Market Demand (Occupational Programs ONLY)

All new and exisiting career and technical education certificate courses and programs must meet their respective labor market demands to remain viable.The cluster is undergoing a serious evaluation of all certificate programs with regard to the labor market and the availability of jobs for the graduates.

5.11b Academic Standards

The departments in the cluster regularly have conversations regarding academic standards and expected outcomes for students. The developmentt of student learning outcomes at the course and program level has facilitated this discussion.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	02	01	Extensive and Complete Program Review	The BPS Cluster has many CTE and transfer programs, many which have adjunct faculty coordinators. In addition to the annual unit plans represented in the individual PRPPs, I want to conduct an extensive review of every	1 - 3 Years	N/A

					program with the Program Coordinators to review program effectiveness and create revitalization plans for updating our programs that have low completers. Along those lines, we need to evaluate our industry advisory committees to ensure that we have current representation. My objective with advisory committees is for smaller more focused committees instead of larger and more broad committees.		
0002	ALL	02	01	Outreach and Marketing	Work with the Program Coordinators to concentrate efforts on marketing and outreach with industry and other partners to bolster enrollment in our programs	1 -3 Years	N/A
0003	ALL	02	01	Strategic Enrollment	Analyzing availble data from EMS, EDD, EDB, and EMSI I will work with departments to develop better course rotations and scheduling options for our programs.	1 - 3 Years	N/A
0004	ALL	02	01	Machine Tool Technology	Improved marketing of the program, including further developed website · Strengthen relationships with out of county feeder schools (Lake and Mendocino Counties) · Strengthen existing relationships with local industry and foster new relationships with local corporations · Update facilities to include automation, CNC, and robotics · Departments to share resources and strengthen offerings through joint cooperation with Auto CAD/Drafting, Electronics, Engineering Technology, cooperation with Mathematics Engineering Science Achievement (MESA) program · Joint cooperation with College Skills and ESL curriculum project · Develop internship programs in local industry	1 - 3 Years	N/A
0005	ALL	02	01	Computer Studies	Revitalize Graphic Design. Research cybersecurity.	1-3 Years	N/A

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	02	01	Extensive and Complete Program Review	The BPS Cluster has many CTE and transfer programs, many which have adjunct faculty coordinators. In addition to the annual unit plans represented in the individual PRPPs, I want to conduct an extensive review of every program with the Program Coordinators to review program effectiveness and create revitalization plans for updating our programs that have low completers. Along those lines, we need to evaluate our industry advisory committees to ensure that we have current representation. My objective with advisory committees is for smaller more focused committees instead of larger and more broad committees.	1 - 3 Years	N/A
0002	ALL	02	01	Outreach and Marketing	Work with the Program Coordinators to concentrate efforts on marketing and outreach with industry and other partners to bolster enrollment in our programs	1 -3 Years	N/A
0003	ALL	02	01	Strategic Enrollment	Analyzing availble data from EMS, EDD, EDB, and EMSI I will work with departments to develop better course rotations and scheduling options for our programs.	1 - 3 Years	N/A
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0005	ALL	02	01	Computer Studies	Revitalize Graphic Design. Research cybersecurity.	1-3 Years	N/A